

Our Commitment - To protect the health, safety and welfare of our employees

Malakoff is committed to the protection and promotion of the mental health and wellbeing of all staff. We shall continuously strive to improve the mental health environment and culture of the company by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to our employees. We shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the company by establishing and maintaining processes that enhance mental health and wellbeing.

Introduction

We all have mental health, just as we all have physical health. Both change throughout our lives, and like our bodies, our minds can become unwell.

The World Health Organisation describes mental health as 'a state of wellbeing in which every individual realises their own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to their community'. Stress can be defined as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Mental ill health can range from anxiety and depression, the most common conditions, to severe condition such as bipolar disorder or schizophrenia. People with the same mental health condition can experience different symptoms, and to a different extent. This means that workplace support needs to be tailored to an individual's specific needs.

This policy will apply to everyone in the company. Employees are responsible for reading and complying with this Policy, Managers are responsible for the implementation of this Policy, and the Company is responsible for providing the necessary resources to ensure this Policy can be implemented.

Policy

The Company will:

- Develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.
- Provide support for employees experiencing mental health difficulties.
- Encourage the employment of people who have experienced mental health problems.
- Recognise that workplace stress is a health and safety issue.

Communication

All employees will be made aware of the Mental Health and Wellbeing policy and the facilities available. This will be part of the Occupational Health and Safety policy, and both will be included in the employee handbook and the employee induction process.

Any required updates will be provided to all employees via their line management.

Monitoring

Employees participating in any of the mental wellbeing activities will be regularly asked for feedback.

The mental wellbeing activities will be included in an annual 'health at work audit'.

Review of Policy

This policy will be reviewed annually as a minimum, or when any new legislation or processes are introduced within the Company that affect this policy.

Signed By:



Dougie Stevenson, Managing Director

Endorsed by Colin Duncan, Finance Director

Date: 14th February 2025

Issue 2

Telephone: +44(0) 1595 695544

Fax: +44 (0) 1595 695720

Registered in Scotland No. 242516. VAT Reg No. 813 7826 20
Registered Office, North Ness, Lerwick Shetland ZE1 0LZ



E-mail: enquiries@malakofflimited.co.uk

Website: www.malakofflimited.co.uk

Appendix - Policy Objectives

(1) Develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

Actions:

- Reduce discrimination and stigma by increasing awareness and understanding
- Give employees information on and increase their awareness of mental wellbeing.
- Include information about the mental health policy in the employee induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Promote the Five Ways to Wellbeing concept:
 - Step 1 - Connect (Connecting with others can help us feel close to people, and valued for who we are.)
 - Step 2 - Get Active (Many people find that physical activity helps them maintain positive mental health.)
 - Step 3 - Take Notice (Reminding yourself to take notice can help you to be aware of how you're feeling.)
 - Step 4 - Learn (Feeling like you're learning and developing can boost your self-esteem.)
 - Step 5 - Give (Some studies have shown that people who help others are more likely to rate themselves as happy.)
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
- Promote and support opportunities to enhance professional development, identified through the appraisal.
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

(2) Provide support for employees experiencing mental health difficulties.

Actions:

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and
- in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Give non judgemental and pro-active support to individual staff that experience mental health problems such as counselling, CBT, etc
- Ensure employees are aware of the support that can be offered through Occupational Health, or alternatively their own GP, or a counsellor.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

(3) Encourage the employment of people who have experienced mental health problems.Actions:

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Equality Act.
- Ensure all line managers have information and training about managing mental health in the workplace.

(4) Recognise that workplace stress is a health and safety issue.Actions:

- Provide training in good management practices.
- Consider the provision of confidential counselling and adequate resources.
- Align with other relevant policies such as Occupational Health & Safety, Alcohol and Drugs, No Smoking, Dignity at Work, and Sexual Harassment.

1. Introduction

Malakoff is fully committed to safeguarding the welfare of all children and young people in its care. It recognises the responsibility to promote safe practice and to protect children and young persons from harm, abuse and exploitation. For the purposes of this policy, a child is recognised as someone under the age of 18 years and a young person is someone 16 years or older but under the age of 18 years.

All staff will work together to embrace difference and diversity and respect the rights of children and young persons.

This document outlines Malakoff's commitment to protecting children and young persons.

2. Policy Objectives

Malakoff will ensure that:

- (a) The welfare of children and young persons is the primary concern.
- (b) All children and young persons, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- (c) Child and young person protection is everyone's responsibility.
- (d) Children and young people have the right to express views on all matters that affect them, should they wish to do so.
- (e) Malakoff shall work in partnership together with children, young persons, parents/carers, and relevant organisations to promote the welfare, health and development of children.

3. Policy Goals

Malakoff will:

- (a) Promote the health and welfare of children and young persons by providing opportunities for them to take part in activities safely.
- (b) Respect and promote the rights, wishes and feelings of children and young persons.
- (c) Promote and implement appropriate procedures to safeguard the well-being of children and young persons and protect them from abuse.
- (d) Support and supervise its staff to adopt best practice to safeguard and protect children and young persons from abuse and to reduce risk to themselves.
- (e) Require staff to adopt and abide by this Child and Young Person Protection Policy.
- (f) Respond to any allegations of misconduct or abuse of children and young persons, as well as implement, where appropriate, the relevant disciplinary and appeals procedures.
- (g) Observe guidelines issued by the Shetland Public Protection Committee for the protection of children and young persons.
- (h) Regularly monitor and evaluate the implementation of this Policy.

4. Review

The policy will be reviewed annually and updated as and when any new regulations or processes are introduced within the company.

Signed By:

Dougie Stevenson, Managing Director

Endorsed by Colin Duncan, Finance Director

Date: 14th February 2025

Issue 3

